

Appointment Type: Permanent
Working Time: Full Time
Reference Code: NB00020903ii
Opening Date: 03/01/2010
Closing Date: 03/03/2010

Human Resource Consultant 3

\$3,726 - \$4,888 Monthly (Range 54)
DOC EMPLOYEES ONLY

Agency Information

This recruitment will be used to fill one vacancy located with the Department of Corrections in Connell, Washington. Depending on the experience of the successful candidate, this position may be filled as an in-training position at the Human Resource Consultant 2 level.

In order to be considered for this position, you must complete the entire Application Wizard. For further details, please refer to the "Application Process" section of this recruitment.

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

The agency mission is "to improve public safety."

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Administrative Services Division, Medical Services Department, Communications Department, and Risk Management Department. The Department employs over 8,000 staff and has a biennial budget of approximately \$1.5 billion. For additional information about the Department of Corrections, please visit www.doc.wa.gov.

Duties

Responsible for administering the Department of Corrections Human Resources (HR) program within Coyote Ridge Corrections Center and involving such program functions as classification and compensation, recruitment, screening and selection, interpretation of rules and regulations, employee relations, labor relations, and corrective/disciplinary actions.

Consults with appointing authorities, managers, staff, and supervisors regarding complex HR issues as follows (listing does not describe all areas): Employee misconduct investigations; discipline; labor relations; affirmative action/equal employment; disability separation; Family and Medical Leave; and/or reasonable accommodation.

Trains large and small groups of managers, staff, and supervisors regarding HR related topics and procedures such as performance evaluation, and the Collective Bargaining Agreement.

Qualifications

Desirable Qualifications: Bachelor's degree with focus on business, human resources, social or organizational behavioral sciences, or related field and two years of professional human resource experience including assessing and facilitating solutions for human resource problems and issues, OR comparable education and/or experience.

Special Notes

In order to be considered for this position, you must complete the entire Application Wizard, however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Applications Wizard, scroll to the right of the page and use the arrows to go to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email address and other contact information current.

For further information about managing your application and profile, please refer to "Manage Your Job Applications and Profile" link from the www.careers.wa.gov homepage.

All Department of Corrections' employees are fingerprinted for a criminal history background check.

Employees work with offenders in a potentially hazardous setting. All DOC facilities are smoke and/or tobacco free. Please consider this when deciding whether to apply.

Other Information

CORE COMPETENCIES FOR ALL EMPLOYEES:

Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Relationship Building, Communication, Ethics and Integrity.

POSITION SPECIFIC COMPETENCIES:

Significant working knowledge of all aspects of HR and management trends. Ability to provide consultation and direction on complex issues and questions, especially in the areas of employee discipline, classification, compensation, recruiting, screening, and selection.

Ability to strategize with managers and supervisors and to be proactive regarding HR needs and in developing strategies to meet objectives.

Knowledge of state and federal employment and labor laws, relevant court decisions, arbitration decisions, etc. that impact employees and employers.

Ability to develop and use technology and computer systems to improve efficiency, accuracy and quality of work. Ability to use (or learn to use) Microsoft Word to independently draft formal documents for others' review and signature.

Knowledge of management practices and responsibilities; understanding of department mission and programs.

The State of Washington Department of Corrections is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360) 664-1960 or toll free (877) 664-1960 or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment call (509) 543-5881.

How to Apply

For job seekers who are not permanent state of Washington employees:

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00020903* and click on Start Search.
5. Click on the link Human Resource Consultant 3, Coyote Ridge, WA under the **Job Posting** column heading to view the complete announcement and apply.

6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter tab**.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.